

CALL FOR INVESTMENT

Educating Consumers on the HCBS Rule

APPLICATION PACKET



Illinois Council on Developmental Disabilities
100 W. Randolph, Suite 10-600
Chicago, Illinois 60601
(312) 814-2080 (V)
(888) 261-2717 (TTY)
www.illinois.gov/icdd

SECTIONS:

1. General Information

A Call for Investment (CFI) is the way the Council asks for proposals for projects that will help the Council achieve the goals outlined in its five –year state plan.

The Council has given you an outcome for the project and you will need to submit a proposal using a web based system called DD Suite.

Staff Contact:

If you have any questions regarding the CFI packet or using DD Suite, please contact Margie Harkness at 312-814-2080 or Margaret.harkness@illinois.gov

Informational Conference Call:

An informational conference call will be held on **Tuesday, March 29, 2016 from 10 am to 11 am (CST).**

We will go through the process of how to send in a proposal using DD Suite. You can also ask questions about the CFI during the call.

There are some things you will need to do before the informational conference call:

First – sign up for the conference call.

Contact Val Elzy at
Voice: 312-814-2080
TTY: 888-261-2717
FAX: 312-814-7141
e-mail: Val.Elzy@illinois.gov

Second – Get an account on DD Suite. Go to the Council’s website at www.illinois.gov/icdd/. At the bottom of the page on the right hand side there are instructions on how to get an account. If you have trouble or have questions, please call Margie Harkness at 312-814-2080 or Margaret.harkness@illinois.gov

If you need information in alternate format, require and accommodation, contact Val Elzy at least one week in advance.

Please RSVP for the informational conference call by March 23, 2016.
Materials will be e-mailed on March 24, 2016.

2. The Council's Vision and Performance Objective

The Council's vision is that "every person in Illinois has the same rights, opportunities and the ability to exercise choices so they can achieve self-worth and personal fulfillment in all aspects of Life."

The U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services issued a rule in January of 2014 which addresses several sections of Medicaid law under which Illinois uses Medicaid funds to pay for Home and Community Based Services for those with developmental disabilities. Among the requirements of the rule are definitions and expectations for services to be community based and for service planning through a person-centered process directed by the service recipient. Most of the provisions of the rule became effective as of the date of publication (March 17, 2014). However, states have until March 2019 to come into compliance with the portions of the rule that define the settings where HCBS can be delivered.

The Council welcomes the changes that will be made in Illinois' service provision systems between now and 2019 to be in compliance with this federal rule and its intent. The Illinois Department of Health and Human Services is currently revising its transition plan to review services in our state and ensure compliance so that there is no interruption of services being provided under Illinois Medicaid waivers. Medicaid is complex and not well understood by most people. The Council wants to ensure that people with intellectual and developmental disabilities and their family members know of this rule and fully understand what it means to them related to services they need and receive.

View Illinois HCBS Transition Plan here: **[Note – Revised plan submitted 2-29-16, so need to update link when HFS adds it to their web page.]**

<http://www.illinois.gov/hfs/SiteCollectionDocuments/IllinoisStatewideTransitionPlanHCBS.pdf>

The Council funds projects and activities under its 5 year State Plan. The Performance Objective from our State Plan for this Call for Investment is:

By September 30, 2021, individuals with intellectual and developmental disabilities, their families, and other stakeholders increase their knowledge and opportunity to advocate for their priorities among accessible, quality, efficient, effective service systems.

Proposers must sign and attach the signature page with your application - Attachment 3

3. General Requirements for Proposals

The Council requests that you follow our policies. These may be viewed at <http://www.illinois.gov/icdd/Pages/Council.aspx> or you may request a hard copy by contacting our receptionist at 312-814-2080.

All Council projects must promote integration/inclusion of people with intellectual and developmental disabilities (IDD).

The Council follows the federal definition of intellectual and developmental disabilities. If you are not familiar with it, please refer to the Additional Information attachment. Customers included in your performance target must meet this definition.

4. Givens:

Givens define what you can and cannot do. These are principles that the review team feels are non-negotiable. A successful proposal must demonstrate incorporation of all Givens. If all Givens are not clearly reflected in your proposal, it will be disqualified.

Describe how and why your project will demonstrate a commitment to each Given, rather than include them verbatim.

1. Individuals with IDD and their family members will become knowledgeable about the HCBS Rule. Content should address:
 - a) Basic waiver information to give context about who benefits from waivers and how the new rule impacts them
 - b) An overview of the rule and timeframes for implementation of components
 - c) What waiver users and those who hope to use a waiver can expect with the new rule; users understand their rights; know what they can do if they feel they are not getting what they should
 - d) The provision that allows individual restrictions described and agreed upon in the Person Centered Plan will be explained.
2. Proposals will detail how individuals with IDD and their family members will be reached and connected to educational information. People will be included statewide and from the full range of disability. The methods used for disseminating information such as webinar, printed material, local meetings, conferences, etc. will be specifically described and shown in the milestones, including the number of each planned.

Proposals will describe how your project will conduct outreach to unserved and underserved populations. These populations include individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, and individuals from underserved geographic areas (rural or urban).
3. Education will be formatted to reach a diverse audience so that everyone is able to understand the information. Educational information and training will be fully accessible. Proposals will detail what formats are planned and how they will ensure meeting the learning style/needs of everyone.

- Include a description of the means by which you will know people have gained useful knowledge of how waivers, specifically waivers complying with the HCBS Rule, can work (or potentially work for them if not yet covered by a waiver) for them in their lives.
4. Proposers/trainers will have expert knowledge of waivers and the HCBS Rule and experience in effectively training individuals with developmental disabilities and their families. Describe how self-advocates will be included as trainers.
 5. The proposer describes a process to identify, train and support a minimum of 10 self-advocates or family members from all parts of the state to strategize and frame a message to bring expectations under the HCBS rule to others in their local sphere.
 6. The project will follow up with those directly trained (i.e. have an email or other contact information) to ask the impact of what was learned, including: did they share the information with others, did they use the information somehow related to their own situation, and if so did they encounter any obstacles and what were they. The information will be compiled in a format conducive to use as a basis for further action.

5. Assumptions:

The following assumptions may serve as a guide for applicants and are offered to aid in the development of a quality proposal. The Council is open to new or different approaches. Unlike the Givens, these Assumptions are somewhat negotiable. All Assumptions must be addressed in your proposal with a statement of agreement and an explanation of how your project will address it or an explanation of why you hold a different opinion and how your project will still reach the desired outcome.

1. Individuals with IDD and family members will use the information gained through this project to advocate for services and options that support their person-centered plans for life in the community. Some will use the information to advocate for change within their communities, service providers, state service systems, etc. so that everyone with a developmental disability is able to support life in the community via new/changes waiver supported options.
2. Another Council initiative, the Speak Up Speak Out Summit, has been held early November for the past 10 years. Speak Up Speak Out 2016 will begin agenda planning in April 2016. That event would be one logical means to reach a large number of individuals. The Council will connect the successful proposer to the SUSO planning committee.
3. Considerable information about the HCBS Rule is available on the web, so projects are able to utilize informational documents and training (webinars and PowerPoints) to assist development of their project's training.

6. **Portfolio**

The Council would like to invest in one, 18 month project. Proposers may choose to use partners in their proposal.

The Council asks that proposals include a budget that is commensurate with the scope of activities included in the project's activities and the performance target to be achieved. In order to not limit innovation in how to best accomplish this project, proposers are not being limited to a set cost. The review process used by the Council allows the review team to consider requesting a lowered or increased performance target based on their review to achieve a balance of what a project achieves and what the Council wishes to invest.

The Council may choose not to fund or may negotiate and adjust the funding amount of this CFI at the time of an award.

7. **Budget**

Complete the Budget in DD Suite. The Council wants to see budgets which are cost effective and reasonable to meet the proposed project activities and reach the project's stated performance target.

A 15% non-Federal match is required for this project. This matching requirement means that 15% of the **total project budget** (Council funds + Match Funds) must come from non-Federal funds (e.g. state, local, agency, and/or private funds).

Match funds are defined as any allowable expenses that do not come from other federal dollars. Match funds may include in-kind supports, volunteer time or other non-federal sources of funds. Any in-kind or volunteer time used as match must have a value attributed to it that is directly related to the Council project. Match funds used for Council projects cannot be used as federal match for any other project you may be involved in.

Ensure that you calculate your match as a percentage of the total project budget, not the total amount requested from the Council. Please double-check your budget before submitting it, as we often see mistakes during the review process.

Council funds may not be used for capital expenditures or acquisition (construction, remodeling, or purchase of buildings).

Council funds used for this project must not replace or supplant, in any way, non-federal funds for already existing services. In other words, Council funds cannot be used to pay for a program or a portion of a program that is currently being

funded through other non-federal dollars. You cannot use Council funds to cover something already funded to allow redirecting the original money to another use.

8. Submission

Proposals must be submitted through DD Suite on or before 4:00 p.m. on: May 9, 2016. Instructions for using DD Suite can be found on the Council's website at www.illinois.gov/icdd/

**PROPOSALS THAT ARE FAXED, MAILED, HANDWRITTEN, AND/OR LATE
WILL NOT BE ACCEPTED**

9. Review and Selection

After submission of your proposal, the Council will conduct a due diligence selection process. Decisions are made by the review team at each step of the process. No applicant is guaranteed a telephone and/or personal interview. If you have questions about this process, you may contact the assigned staff member.

The selection process is as follows:

1. Paper review. The purpose of the paper review is to gain a general understanding of what is being proposed, and to disqualify proposals that do not either address all elements or meet the requirements of this funding opportunity.
2. Telephone interview. If the review team wishes to obtain more detail about your proposed project and hear more about why you think the project you designed is a good way to reach our target, they will conduct a telephone interview. If the review team does not fully understand a proposal, they will conduct a telephone interview. If the review team understands what you propose to do, you may not be asked for a telephone interview.

After the paper review and, if necessary, a telephone interview, the review team will make decisions on which proposals move forward to a personal interview. Decisions are made using the outcome-based framework in looking at elements of the proposal. That is, will the investment of Council funds in a proposer's project assist us in achieving the performance target and intent of this funding opportunity to benefit people with developmental disabilities and their families. The review team will also look for:

- A clear and measurable performance target(s);
- Milestones which give an implementation strategy and timeframes to reach your PT;
- Applicant and staff capability and expertise to achieve the PTs; and
- A budget which supports achieving the PT in a reasonable and cost effective

manner.

3. Personal interview. During the personal interview, selected applicants will be given the opportunity to meet personally with the review team to elaborate, substantiate and generally build upon the proposal submitted. The project director and other key people should be present for the interview. The review team will then discuss and reach consensus based upon the factors outlined above.
4. Verification/References. After the personal interview, the review team may contact previous customers or other persons familiar with the applicant's work.

After a review of proposals received for this project, the Council may choose not to fund or may reduce the amount of this Call for Investment at the time of an award.

10. Important Dates:

Informational Conference Call:

Applications Due (via DD Suite): **by 4:00 p.m. on May 9, 2016**

To allow time for problem solving should there be any submission difficulty, please aim to submit proposals in advance of the deadline.

Telephone Interviews (if needed): June 1, 2016

Personal Interviews (if needed): June 7, 2016

Awards Announced: July 13, 2016

NOTE: Applicants must be available for the dates of the telephone interviews and the personal interviews should they be required. These dates cannot be changed, so please block the entire day on your calendar. The key people responsible for implementing the project should be available for both the telephone and the personal interviews.

The Council expects your project to begin within one (1) month of the date on the award letter you will receive from the Council.